
Report to: Cabinet
Council

Date of Meeting: 28 March 2013
18 April 2013

Subject: Programme of Meetings – 2013/14 Municipal Year

Report of: Director of Corporate Commissioning

Wards Affected: All

Is this a Key Decision? No

Is it included in the Forward Plan?
No

Exempt/Confidential

No

Purpose/Summary

To provide details of the Programme of Meetings for the 2013/14 Municipal Year.

Recommendations: That

Cabinet

1. The Programme of Cabinet Meetings for 2013/14 as set out in Annex A of the report be approved;
2. the Council be recommended to give approval to the Programme of Meetings for the Council, Member Briefing Sessions and Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2013/14 as set out in Annexes B, C and D of the report; and
3. the Programme of Meetings for the Strategic Leadership Team, Public Engagement and Consultation Panel, Sefton Borough Partnership Operations Board and Sefton Safer Communities Partnership for 2013/14 as set out in Annex E of the report be noted.

Council

1. The Programme of Meetings for the Council, Member Briefing Sessions and Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2013/14 as set out in Annexes B, C and D of the report be approved;
2. it be noted that if the Council Elections are combined with the European Parliamentary Elections in June 2014, then a further report will be submitted to the Council to recommend fresh dates for the Annual and Adjourned meetings of the Council in June 2014; and
3. the Programme of Meetings for the Cabinet, Strategic Leadership Team, Public Engagement and Consultation Panel, Sefton Borough Partnership Operations Board and Sefton Safer Communities Partnership for 2013/14 as set out in Annexes A and E of the report be noted.

How does the decision contribute to the Council's Corporate Objectives?

| <u>Corporate Objective</u> | | <u>Positive Impact</u> | <u>Neutral Impact</u> | <u>Negative Impact</u> |
|----------------------------|---|------------------------|-----------------------|------------------------|
| 1 | Creating a Learning Community | | √ | |
| 2 | Jobs and Prosperity | | √ | |
| 3 | Environmental Sustainability | | √ | |
| 4 | Health and Well-Being | | √ | |
| 5 | Children and Young People | | √ | |
| 6 | Creating Safe Communities | | √ | |
| 7 | Creating Inclusive Communities | | √ | |
| 8 | Improving the Quality of Council Services and Strengthening Local Democracy | √ | | |

Reasons for the Recommendation:

To enable the business of the Council and the various Committees to be conducted during the 2013/14 Municipal Year.

What will it cost and how will it be financed?

(A) Revenue Costs

None.

(B) Capital Costs

None.

Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

| | |
|---|-------------------------------------|
| Legal | |
| Human Resources | |
| Equality | |
| 1. No Equality Implication | <input checked="" type="checkbox"/> |
| 2. Equality Implications identified and mitigated | <input type="checkbox"/> |
| 3. Equality Implication identified and risk remains | <input type="checkbox"/> |

Impact on Service Delivery:

The Programme of Meetings for 2013/14 will be published on the Council's website for the benefit of the residents of Sefton and general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD 2215/13) has been consulted and notes there are no direct financial implications arising from this report.

Head of Corporate Legal Services (LD.1531/13.) have been consulted and has no comments on the report

Are there any other options available for consideration?

No. The Council has to produce a timetable of meetings.

Implementation Date for the Decision

Immediately following the Council meeting.

Contact Officer: Paul Fraser
Tel: 0151 934 2068
Email: paul.fraser@sefton.gov.uk

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

1.1 The Council is required to establish a Programme of Meetings for the 2013/14 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2013/14
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2013/14
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2013/14
- Annex D - Programme of Meetings for the Area Committees in 2013/14
- Annex E - Programme of Meetings for the Strategic Leadership Team, Sefton Borough Partnership Operations Board, Public

Engagement and Consultation Panel and Sefton Safer Communities Partnership in 2013/14.

- 1.3 The Council of the European Union has announced that the European Parliamentary Elections will be held from 22-25 May 2014. Local elections in England will therefore be held on 22 May 2014 (combined with the European election). Accordingly the Annual and Adjourned meetings of the Council will be held on 29 May and 3 June 2014 respectively.
- 1.4 The Council, at its Budget Meeting held on 28 February 2013, approved options to reduce the number of Overview and Scrutiny Committees from 4 to 2; to reduce the number of Area Committees from 7 to 3; and to reduce the frequency of meetings of both the Overview and Scrutiny and Area Committees. These options are currently being consulted upon and the outcome of the consultation process will be reported to Council on 18 April 2013.
- 1.5 Once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

2. Programme of Meetings 2013/14

2.1 The key principles of the Programme of Meetings are as follows:

- Annual Council Meeting (Election of Mayor) to be held at 6.00 p.m. on Thursday, 9 May 2013. Venue to be based on the preferred location for the Mayor Elect. This may be subject to change – see paragraph 1.3 above.
- Adjourned Annual Council Meeting (Appointment of Cabinet and Committees) to be held on **Tuesday, 14 May 2013**, in the week after the Annual Council Meeting. This will give the Political Groups more time to determine the Membership of Committees etc. This may be subject to change – see paragraph 1.3 above.
- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 27 February 2014.
- Other than on 27 February 2014, (the date of Budget Council), Council will not meet on the same day as Cabinet. Cabinet will meet in weeks 2 and 6 of an eight week meeting cycle with the Council Meeting in week 8.
- Members’ Briefing Sessions to be held at 5.00 p.m. prior to the Adjourned Annual Council Meeting and the six Ordinary Council Meetings.
- No meetings will be held:
 - In the period from 29 April 2013 until the Adjourned Annual Council Meeting except for the Annual Council Meeting (Election of Mayor) pending the appointment of the Cabinet and Committees for 2013/14.
 - In the period between Christmas and New Year (Dec 2013/Jan 2014).
 - In April 2014 except for the meetings of the Planning Committee, Cabinet and Council.
- The venues for all meetings (other than Area Committees and Area Partnerships) alternate between Bootle and Southport Town Halls.
- As far as possible no meetings will be held during the school half term holiday weeks.
- Cabinet Meetings to be held every 4 weeks on a Thursday at 10.00 a.m. (one per month except for January and February 2014 Budget proposals). The first meeting to be held on 23 May 2013, in the week following the Adjourned Annual Council meeting.

- Planning Committee to meet every four weeks on a Wednesday, commencing at 6.30 p.m.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by the Working Groups to be established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Performance and Corporate Services) to be held on 18 February 2014 to scrutinise the Cabinet budget recommendation.
- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet every 8 weeks on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc.
- Pay and Grading Committee to be convened as and when required.
- Each Area Committee to meet bi-monthly, 5 times during the year, except for Crosby and Southport which will meet 6 times during the year.
- The meetings of each Area Committee commence at 6.30 p.m. except for the Formby Area Committee which commences at 7.00 p.m. The meetings will be held at local venues.
- For the first time the dates of the Health and Wellbeing Board are included in the Corporate Calendar.
- The dates of the Leaders Group Meetings, Strategic Leadership Team and Sefton Borough Partnership Operations Board which are not public meetings have been included for completeness, as it aids corporate planning of the decision making process.
- The dates for the Public Engagement and Consultation Panel, which are not public meetings are also included in the Corporate Calendar.